

SENIOR STAFF ATTORNEY

UNITED STATES COURT OF APPEALS

SIXTH CIRCUIT

The United States Court of Appeals for the Sixth Circuit seeks applications from qualified persons for the position of Senior Staff Attorney. The Senior Staff Attorney is appointed by the Chief Judge of the Court, with the approval of the Court, and reports to the Chief Judge through the Circuit Executive.

POSITION OVERVIEW: The Staff Attorney Office is a central legal staff, serving the Court at large rather than individual judges. The principal task of the office is to assist in the disposition of appeals through the preparation of legal memoranda. The types of cases the office presently handles include all pro se appeals, including collateral attacks on criminal convictions by state and federal prisoners, and civil rights suits under 42 U.S.C. § 1983, and any other type of case in which counsel have waived oral argument. The Senior Staff Attorney serves as the unit executive for the Staff Attorney Office. Duties include, but are not limited to, personnel management, budget preparation, procurement management, training, statistical reporting, and records management.

EXPERIENCE: To qualify for this position, the candidate must have a demonstrated record of progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation but not to exceed one year if before graduation.

EDUCATION: A degree from a law school of recognized standing is required, and membership in good standing in the bar of a state, territorial or federal court of general jurisdiction also is required.

APPLICATIONS: Persons interested in being considered for this position should submit a letter of application, resume and salary requirements to James A. Higgins, Circuit Executive, Office of the Circuit Executive, 503 Potter Stewart U.S. Courthouse, 100 E. Fifth Street, Cincinnati, Ohio 45202. Applications must be received by 5:00 p.m. on December 1, 2004 to be considered. However, applications will be received until the position is filled. The successful candidate will be required to undergo a full F.B.I. background investigation. Selected applicants will be invited to a personal interview and will be required to travel to Cincinnati at their own expense. Salary: The salary range for this position is a JSP 16-17 (\$119,972 to \$145,600), and the starting salary is dependent upon qualifications, experience and salary history.

The United States Court of Appeals for the Sixth Circuit is an Equal Opportunity Employer.

